



Ontario  
Energy  
Board | Commission  
de l'énergie  
de l'Ontario

February 10, 2021

**To: All Licensed Unit Sub-Meter Providers**

**Re: OEB Cost Assessment Model: Request for Information  
OEB File No.: EB-2017-0371**

The Ontario Energy Board's (OEB) approved mechanism for assessment of costs as provided for under section 26 of the *Ontario Energy Board Act, 1998* identifies that licensed Unit Sub-Meter Providers (USMPs) will be assessed based on the number of customers served. The purpose of this letter is to request that each licensed USMP provide its updated customer numbers no later than **February 26, 2021**.

To simplify reporting, USMPs are now only required to report a single number for the combined residential and commercial customers with accounts (i.e. customers actually being billed) as of December 31, 2020. To facilitate this reporting, the OEB has created the attached Excel spreadsheet.

This information is being requested under the condition of each USMP's licence requiring the licensee provide such information as may be required by the OEB from time to time. A USMP's information will be treated in accordance with the guidance set out in the OEB's [Letter](#) dated January 25, 2018.

### **Filing Instructions**

USMPs must submit the completed spreadsheet to [registrar@oeb.ca](mailto:registrar@oeb.ca) by **February 26, 2021**. The e-mail should include your licensed name in the title.

If your company does not provide services directly to end-use customers, please simply send an e-mail confirming that status.

Thank you in advance for your cooperation. Please direct any questions to at [IndustryRelations@oeb.ca](mailto:IndustryRelations@oeb.ca).

Sincerely,

*Original By Signed*

Brian Hewson  
Vice-President  
Consumer Protection & Industry Performance

Attach.